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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Planning Staff, OL

DATE: 26 SEP 1961

FROM : Acting Chief, Administrative Staff, OL

SUBJECT: Report of Activities for Use in Compiling Report to the President's Foreign Intelligence Advisory Board -- 1 April through 30 September 1961

1. During the reporting period, a total of four (4) Office of Logistics employees left the Agency through resignations in lieu of separations.

2. The authorized on-duty ceiling of the Office of Logistics was increased from [] to meet additional requirements for logistical support. These increases included the following:

Establishment of an Electronic Equipment Technician Position to maintain the special telephone system between the new Agency building and the []

Addition of [] positions for maintenance of the Pneumatic Tube and Conveyor Belt Systems in the new building.

TEMPORARY AUTHORIZATION to exceed ceiling to augment OL Courier force to meet demands for increased service as a result of the move to the new building.

TEMPORARY AUTHORIZATION to exceed ceiling to permit the hiring of additional laborer personnel to handle moves and building supplies in the new building.

Total Increase

Distribution:

Orig - Addressee

1 - OL Official

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